

CITY OF WATERTOWN, NEW YORK
AGENDA
Tuesday, January 2, 2018

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Tuesday, January 2, 2018, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

EXECUTIVE SESSION

1. Collective Bargaining
2. To Discuss Proposed, Pending or Current Litigation
3. To Discuss the Employment History of a Particular Individual

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Reappointment to Board of Ethics, Jean A. Bilow
- Resolution No. 2 - Reappointment to Board of Ethics, Yvonne F. Reff
- Resolution No. 3 - Reappointment to Board of Ethics, Rande S. Richardson
- Resolution No. 4 - Reappointment to Board of Ethics, Arthur C. Stever III
- Resolution No. 5 - Reappointment of City Constable, Patricia J. Hennegan
- Resolution No. 6 - Reappointment of Deputy City Constable,
Michael J. Hennegan
- Resolution No. 7 - Designating Depositories of City Funds for 2018
- Resolution No. 8 - Readopting Fiscal Year 2017-18 Water and Sewer Fund
Budgets

Resolution No. 9 - Re-Adoption of Fiscal Years 2017-18 Through 2021-22
Capital Budget

ORDINANCES

Ordinance No. 1 - An Ordinance Authorizing the Issuance of \$2,400,000
Bonds of the City of Watertown, Jefferson County,
New York, to Pay the Cost of the Thompson Park Pool and
Bathhouse Renovation, in and for Said City

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

Tabled Resolution Approving Waiving the Rental Fee for the
Thompson Park Pavilion, Jefferson & Lewis Counties
Resolution Center

STAFF REPORTS

1. Elected and Appointed Officials, NYS Retirement System, New Regulation
Reporting Requirements
2. CanaRx Performance Reports for FY 2016-17

NEW BUSINESS

WORK SESSION

Next Work Session is scheduled for Monday, January 8, 2018, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY,
JANUARY 16, 2018.**

Res Nos. 1, 2, 3, and 4

December 27, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Reappointments to the Board of Ethics

At the request of the City Council, the following members of the Board of Ethics were contacted and have agreed to serve another one-year term, such term expiring on December 31, 2018:

Jean A. Bilow
Fairway West – Unit C2
522 Weldon Drive
Watertown, NY 13601

Yvonne F. Reff
621 Frontenac Street
Watertown, NY 13601

Rande S. Richardson
269 Flower Avenue West
Watertown, NY 13601

Arthur C. Stever III
304 Paddock Street
Watertown, NY 13601

Mr. St. Croix is not available to serve another term. Resolutions are attached for City Council consideration.

RESOLUTION

Page 1 of 1

Reappointment to Board of Ethics,
Jean A. Bilow

Introduced by

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2018:

Jean A. Bilow
Fairway West – Unit C2
522 Weldon Drive
Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to Board of Ethics,
Yvonne F. Reff

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2018:

Yvonne F. Reff
621 Frontenac Street
Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to Board of Ethics,
Rande S. Richardson

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2018:

Rande S. Richardson
269 Flower Avenue West
Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to Board of Ethics,
Arthur C. Stever III

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Mark C.

Total

YEA	NAY

Introduced by

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2018:

Arthur C. Stever III
304 Paddock Street
Watertown, New York 13601

Seconded by

Res Nos. 5, 6

December 27, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Reappointment of City Constable and Deputy City Constable

At the request of the City Council, the City Constable, Patricia J. Hennegan, and Deputy City Constable, Michael J. Hennegan, have been contacted and both have agreed to serve another one-year term, such term expiring on December 31, 2018.

Resolutions are attached for City Council consideration.

RESOLUTION

Page 1 of 1

Reappointment of City Constable,
Patricia J. Hennegan

Council Member HENRY-WILKINSON, Ryan J.
Council Member HORBACZ, Cody J.
Council Member RUGGIERO, Lisa A.
Council Member WALCZYK, Mark C.
Mayor BUTLER, Jr., Joseph M.
Total

YEA	NAY

Introduced by

BE IT RESOLVED that the following individual is hereby reappointed as City Constable for the City of Watertown for a one-year term expiring on December 31, 2018:

Patricia J. Hennegan
16820 Dry Hill Road
Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment of Deputy City Constable,
Michael J. Hennegan

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

BE IT RESOLVED that the following individual is hereby reappointed as Deputy City Constable for the City of Watertown for a one-year term expiring on December 31, 2018:

Michael J. Hennegan
16820 Dry Hill Road
Watertown, New York 13601

Seconded by

Res No. 7

December 20, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Annual Designation of Bank Depositories

In accordance with City Charter section 30, City Council shall designate at its first meeting in each year the banks located in the City for the deposit of all City funds. Accordingly, a resolution has been prepared for City Council consideration which establishes the depositories for City funds for the period January 1, 2018 through December 31, 2018.

RESOLUTION

Page 1 of 1

Designating Depositories of
City Funds for 2018

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa L.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS Section 30 of the City Charter requires the City Council to designate each year at its first meeting some incorporated bank or banks or trust company located in the City of Watertown for the deposit of all moneys belonging to the City,

NOW THEREFORE BE IT RESOLVED that the following banks be and they are hereby designated as depositories of the City of Watertown, New York for the year beginning January 1, 2018 and ending December 31, 2018:

Community Bank, N.A.
Key Bank
WSB Municipal Bank

And,

BE IT FURTHER RESOLVED that Community Bank, N.A., Key Bank and WSB Municipal Bank each be required to either execute a bond, deliver to the City of Watertown, New York approved collateral or to deposit at a mutually agreed upon depository approved collateral of a value up to TWENTY-FIVE MILLION DOLLARS (\$25,000,000).

Seconded by

Res No. 8

December 7, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Re-adoption of the Fiscal Year 2017-18 Water and Sewer Funds Budgets

A resolution re-adopting the Fiscal Year 2017-18 Water and Sewer Funds Budgets has been prepared for City Council consideration to abolish the Water Meter Reader position and add an Account Clerk Typist position, as well as transfer the salary to the appropriate expense line item.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2017-18
Water and Sewer Fund Budgets

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS on June 5, 2017 the City Council passed a resolution adopting the Budget for Fiscal Year 2017-18, of which \$5,483,000 was appropriated for the Water Fund and \$6,329,971 was appropriated for the Sewer Fund, and

WHEREAS the Water Meter Reader position is being abolished and replaced with an Account Clerk Typist position,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the Water and Sewer Fund Budgets for Fiscal Year 2017-18 to add the position of an Account Clerk Typist and delete the Water Meter Reader position, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustments be included in the re-adopted Water and Sewer Fund Budgets:

Expenditures

F.8310.0120 Clerical \$ 7,500

F.8310.0130 Wages (\$ 7,500)

Total Expenditures \$ -

G.8110.0120 Clerical \$ 7,500

G.8110.0130 Wages (\$ 7,500)

Total Expenditures \$ -

Seconded by

Res No. 9

December 20, 2017

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Re-adoption of the Fiscal Years 2017-18 through 2021-22 Capital Fund Budget

At the request of Council Member Walczyk, the following resolution was prepared to re-adopt the Fiscal Years 2017-18 through 2021-22 Capital Fund Budget to include the design and renovation of the Thompson Park Pool and Bathhouse. A bond ordinance has also been prepared and included in tonight's agenda for City Council consideration to fund the project.

RESOLUTION

Page 1 of 1

Re-Adoption of Fiscal Years 2017-18
Through 2021-22 Capital Budget

Council Member HENRY-WILKINSON, Ryan J.
Council Member HORBACZ, Cody J.
Council Member RUGGIERO, Lisa L.
Council Member WALCZYK, Mark C.
Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS on June 5, 2017 the City Council adopted the Fiscal Years 2017-18 through 2021-22 Capital Budget, and


WHEREAS on October 16, 2017 City Council re-adopted the Fiscal Years 2017-18 through 2021-22 Capital Budget to add the repair of the wall located in Thompson Park at an estimated cost of \$125,000, and

WHEREAS the re-adopted Fiscal Year 2017-18 Capital Fund Budget did not contain funding to renovate the Thompson Park Pool and Bathhouse,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby amends the Fiscal Years 2017-18 through 2021-22 Capital Budget to add the design and renovation of the Thompson Park Pool and Bathhouse at an estimated cost of \$2,400,000 to the FY 2017-18 Capital Budget.

Seconded by

FISCAL YEAR 2017-2018 CAPITAL BUDGET FACILITY IMPROVEMENTS POOLS

PROJECT DESCRIPTION	COST												
<p>Thompson Park Pool and Bathhouse Renovation</p> <p>Renovation of the Thompson Park Pool includes installation of a pool within the existing concrete shell, installation of a new filtration system with enclosure, as well as new concrete decking, fencing, and incidentals.</p> <p>Renovation of the Thompson Park Bathhouse includes building modifications to make the facility accessible to persons with disabilities, demolition and reconstruction of the bathroom & shower wings of the building, upgrades to life safety systems, replacement of broken drain and plumbing lines and fixtures, new flooring and wall finishes.</p> <table> <tr> <td>Pool Renovation</td><td>\$1,300,000</td></tr> <tr> <td>Bathhouse Renovation</td><td>700,000</td></tr> <tr> <td>Design</td><td>102,000</td></tr> <tr> <td>Construction Inspection</td><td>77,000</td></tr> <tr> <td>Contingency and bonding costs</td><td><u>221,000</u></td></tr> <tr> <td>Total</td><td><u>\$2,400,000</u></td></tr> </table>  <p>Funding to support this project will be through the issuance of a 15 year serial bond with projected FY 2019-20 debt service of \$230,000.</p>	Pool Renovation	\$1,300,000	Bathhouse Renovation	700,000	Design	102,000	Construction Inspection	77,000	Contingency and bonding costs	<u>221,000</u>	Total	<u>\$2,400,000</u>	<p>\$2,400,000</p>
Pool Renovation	\$1,300,000												
Bathhouse Renovation	700,000												
Design	102,000												
Construction Inspection	77,000												
Contingency and bonding costs	<u>221,000</u>												
Total	<u>\$2,400,000</u>												
TOTAL	\$2,400,000												

Ord No. 1

December 20, 2017

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Bond Ordinance – Thompson Park Pool and Bathhouse Renovations

Earlier in tonight's agenda, City Council was presented with a resolution to re-adopt the Fiscal Year 2017-18 Capital Budget to include the design and renovation of the Thompson Park Pool and Bathhouse at an estimated cost of \$2,400,000. If the resolution was approved, City Council needs to also consider the attached bond ordinance to provide funding for the project.

ORDINANCE

An Ordinance Authorizing the Issuance of \$2,400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Thompson Park Pool and Bathhouse Renovation, in and for Said City

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Page 1 of 7

Total

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on January 2, 2018, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by _____, and upon roll being called, the following were

PRESENT:

ABSENT:

The following ordinance was offered by _____, who moved its adoption, seconded by _____, to wit:

BOND ORDINANCE DATED JANUARY 2, 2018.

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital project; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of Watertown, Jefferson County, New York, as follows:

ORDINANCE

An Ordinance Authorizing the Issuance of \$2,400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Thompson Park Pool and Bathhouse Renovation, in and for Said City

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Page 2 of 7

Total

Section 1. For paying the cost of the Thompson Park Pool and Bathhouse renovation, a class of objects or purposes, including installation of a pool, a new filtration system with enclosure, new concrete decking, fencing, and incidentals, and including building modifications to the Bathhouse to make the facility accessible to persons with disabilities, demolition and reconstruction of the bathroom and shower wings of the building, upgrades to life safety systems, replacement of broken drain and plumbing lines and fixtures and new flooring and wall finishes, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$2,400,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$2,400,000 and that the plan for the financing thereof is by the issuance of the \$2,400,000 bonds of said City authorized to be issued pursuant to this bond ordinance; provided, however, that the amount of bonds ultimately to be issued will be reduced by the amount of any State and, or Federal aid or any other revenue received by the City from other sources for such class of objects or purposes, which monies are hereby appropriated therefor.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is fifteen years, pursuant to subdivision nineteen of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the City Comptroller, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said City Comptroller, consistent with the provisions of the Local Finance Law.

Section 5. The faith and credit of said City of Watertown, Jefferson County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year.

ORDINANCE

An Ordinance Authorizing the Issuance of \$2,400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Thompson Park Pool and Bathhouse Renovation, in and for Said City

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Page 3 of 7

Total

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the City of Watertown, Jefferson County, New York, by the manual or facsimile signature of the City Comptroller and a facsimile of its corporate seal shall be imprinted thereon and may be attested by the manual or facsimile signature of the City Clerk.

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as he shall deem best for the interests of the City, including, but not limited to, the power to sell said bonds to the New York State Environmental Facilities Corporation; provided, however, that in the exercise of these delegated powers, he shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. The power to issue and sell notes to the New York State Environmental Facilities Corporation pursuant to Section 169.00 of the Local Finance Law is hereby delegated to the City Comptroller. Such notes shall be of such terms, form and contents as may be prescribed by said City Comptroller consistent with the provisions of the Local Finance Law.

Section 9. The City Comptroller is hereby further authorized, at his or her sole discretion, to execute a project financing agreement, and any other agreements with the New York State Department of Environmental Conservation and/or the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the class of objects or purposes described in Section 1 hereof, or a portion thereof, by a bond, and, or note issue of said City in the event of the sale of same to the New York State Environmental Facilities Corporation.

Section 10. The intent of this resolution is to give the City Comptroller sufficient authority to execute those applications, agreements, instruments or to do any similar acts necessary to effect the issuance of the aforesaid bonds and, or notes, without resorting to further action of the City Comptroller.

ORDINANCE

An Ordinance Authorizing the Issuance of \$2,400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Thompson Park Pool and Bathhouse Renovation, in and for Said City

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Page 4 of 7

Total

Section 11. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of its City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 12. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 13. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150 2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

ORDINANCE

An Ordinance Authorizing the Issuance of \$2,400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Thompson Park Pool and Bathhouse Renovation, in and for Said City

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Page 5 of 7

Total

Section 14. This ordinance, which takes effect immediately, shall be published in summary in the Watertown Daily Times the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Unanimous consent moved by _____, seconded by _____, with all voting "AYE".

The question of the adoption of the foregoing ordinance was duly put to a vote on roll call, which resulted as follows:

_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____

The ordinance was thereupon declared duly adopted.

* * * * *

APPROVED BY THE MAYOR

_____, 2018.

Mayor

STATE OF NEW YORK)

) ss.:

COUNTY OF JEFFERSON)

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO
HEREBY CERTIFY:

ORDINANCE

An Ordinance Authorizing the Issuance of \$2,400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Thompson Park Pool and Bathhouse Renovation, in and for Said City

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

YEA	NAY

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Total

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on January 2, 2018, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Council had due notice of said meeting.

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or other news media Date given

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

I FURTHER CERTIFY that PRIOR to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

Designated Location(s) of Posted Notice Date of Posting

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

ORDINANCE

An Ordinance Authorizing the Issuance of \$2,400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Thompson Park Pool and Bathhouse Renovation, in and for Said City

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Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on January ____, 2018.

City Clerk
(CORPORATE SEAL)

Seconded by

Tabled

December 20, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Request to Waive the Rental Fee for the Thompson Park Pavilion,
Jefferson & Lewis Counties Resolution Center

At the December 18, 2017 City Council Meeting, the attached Resolution was Tabled. As stated in the attached report of Superintendent Erin Gardner, she has reviewed the request from the Jefferson & Lewis Counties Resolution Center and does not recommend waiving the fee for rental of the Thompson Park Pavilion next July 14, 2018.

Staff recommends that Council remove this Resolution from the Table and vote to reject the Resolution and deny the request.

RESOLUTION

Page 1 of 1

Approving Waiving the Rental Fee for the
Thompson Park Pavilion, Jefferson & Lewis
Counties Resolution Center

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

Council Member Stephen A. Jennings

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, will waive the fee for the use of the Thompson Park Pavilion next July 14, 2018 for use by the Jefferson & Lewis Counties Resolution Center.

Seconded by Council Member Teresa R. Macaluso

Resolution Center and FVP of Jefferson & Lewis Counties

200 Washington St., Suite #207

Watertown, NY, 13601

Tel: (315) 836-8506 Fax: (315) 785-0322

slaparr@resolution-center.net

Dear Friend of the Resolution Center and FVP,

This year we proudly celebrate the 32nd anniversary of the Jefferson & Lewis Counties Resolution Center and the 2nd anniversary of the Family Visitation Program (FVP). We hope that this year's "Picnic in the Park" will be held at the Thompson Park Pavilion in Watertown, NY on July 14th, 2018 from 1-3p. This is our signature fundraising events and will feature picnic style food from local vendors, as well as donated items from local businesses for raffle/auction, and family fun activities. We will have well-known local people participating in a funding race to avoid being pied in the face! We are asking the City of Watertown to waive the rental fee for the Pavilion on July 14th so that we can reduce the amount of over head for our event in order to maximize the amount of funds raised for the FVP program.

In 2015 the Resolution Center was approached by the Family Courts to open a brand new program unlike any others in the area, after a year of planning the program finally launched in September of 2016. Since then the program has helped dozens of families reunite in a safe environment with the vast majority receiving unsupervised visitation with their children.

The Family Visitation Program focuses on coached supervised visitation for non-foster care children. These are children whose parents need help with improving their parenting skills so that they are able to safely and effectively parent their children. FVP is a preventive service that reduces the number of children that are abused and neglected in our county by providing parents with skills they can continue to use after they have completed the program.

Unfortunately, with how unique the program is there is limited funding. Through this fundraiser we hope to increase the awareness of our program and also be able to continue and expand our services. This is only possible through the support of the community and the generosity of people like you.

Sincerely,



Sarah LaParr

FVP Program Coordinator





CITY OF WATERTOWN, NEW YORK
PARKS & RECREATION DEPARTMENT

Watertown Municipal Arena
600 William T. Field Drive
Watertown, New York 13601
parksrec@watertown-ny.gov
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER
Superintendent

Date: December 19, 2018
To: Sharon Addison, City Manager
From: Erin E. Gardner, Superintendent of Parks & Recreation *EG*
Subject: Request for Waiver of Fees for Thompson Park Pavilion

A request to waive fees for renting the Thompson Park Pavilion has been received by the City.

The Resolution Center and FVP of Jefferson and Lewis Counties plans to have a company picnic on July 14, 2018. The cost to rent the pavilion is \$200.00.

As Superintendent, I do not recommend waiving the above fee.

December 27, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Elected and Appointed Officials, NYS Retirement System,
New Regulation Reporting Requirements

In August 2009, the New York State Retirement System adopted new regulations for the establishment of a standard work day and the reporting of days worked for elected and appointed officials who are elected or appointed to a new term. This year, this requirement will affect the City Council Members who are sworn into a new term of office, and are also members of the NYS Retirement System.

I have attached for your review a Step-by-Step Guide, NYS Understanding Your Responsibilities, NYS Regulation on Reporting for Elected or Appointed Officials, NYS Frequently Asked Questions, and an Example of One Month of an Elected/Appointed Official's Record of Activities.

Based on the new regulations, by July 2, 2018, the City Council will need to adopt a resolution that includes the title and the standard work day for each of its members. The resolution must also:

- Identify the term of office and expiration for each elected official;
- Attest that each official has submitted a sample three-month log or time sheets of actual time worked; and
- Specify the number of days per month to be reported for each official based on his or her log.

In order to have the information needed to draft this resolution, members of the City Council who are members of the Retirement System must prepare a record of work-related activities (log) for three consecutive months at start of a new term or appointment. For 2018, the records must be submitted and signed any time before June 1, 2018, but at least within 30 days of completion.

These records must be submitted to the City Clerk, who must retain the record of activities for a period of at least 30 years. The Record of Activity will be presented to City Council as a Staff Report to determine if the activities are official duties of the position. If not, Council may exclude the activity and time from the calculations of the average number of days worked per month. Once approved, the required resolution will be prepared and must be adopted at the first regular meeting held after records have been submitted.

In addition to the one month of an Elected Official's Record of Activities for your review, I have attached blank calendars for your use for the months of January through May 2018. Please review the guidelines for activities that are/are not considered work-related to determine which of your activities should be reported.

Once adopted, the resolution must be posted on our website for at least 30 days, and an affidavit of the posting and a copy of the resolution must be filed by the City Clerk with the Office of the State Comptroller within 15 days after the posting period ended.

A Step-by-Step Guide for Appointed/Elected Officials

Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials. The regulation, originally effective in 1975, was most recently amended as of August 19, 2015.

Whether you are an elected or appointed official, member of a governing board or secretary or clerk, we think you'll find this step-by-step guide a helpful resource.

Responsible Party	Responsibility	Deadlines & Details
Elected or Appointed Official*	Keeps three-month record of work activities (ROA).	Starts record when term or appointment begins. ROA must be completed within 150 days of commencing a new or subsequent term of office.
Elected or Appointed Official*	Signs the ROA attesting to its accuracy and submits it to secretary or clerk of the governing board.	ROA must be submitted within 30 days of completion.
Governing Board	Determines if activities listed on ROA are official duties of the position; if not, excludes duties from ROA result calculation.	
Governing Board	Establishes a Standard Work Day for each title/position and adopts the Standard Work Day and Reporting Resolution.**	At first regular meeting held after an ROA has been submitted.
Governing Board	Posts resolution on the employer's website or, if no website is available to the public, on the official sign-board or at the main entrance to the clerk's office or similar office.	Resolution must be posted for a minimum of 30 days. The officials' social security number and registration number must be omitted from the publicly posted copy. Thereafter, the resolution must be made available through website or upon request.
Secretary or Clerk	Files a certified copy of the resolution and affidavit of posting with the Office of the State Comptroller.	Certified copy and affidavit of posting must be filed within 15 days after the posting period has ended.
Secretary or Clerk	Retains ROAs for 30 years.	
Secretary or Clerk	Provides complete copies to the Comptroller upon his or her request.	

* Elected and appointed officials are required to keep an ROA if:

- They are members of the Retirement System; and
- They do not participate in an employer's time-keeping system that consists of a daily record of actual time worked and time charged to accruals. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

Officials who are not Retirement System members do not need to prepare a record.

** The Standard Work Day and Reporting Resolution (RS2417-A) ensures days worked reported to the Retirement System are correct. It reflects the number of hours established for a standard work day for each elected or appointed office and must also state:

- The term beginning and end dates;
- That the official has (or has not) submitted a record of work activities to the clerk or secretary;
- The ROA results for each official.

If the governing board does not adopt a resolution, the official's service credit and membership benefits are suspended until the resolution is adopted, posted and filed.



Office of the New York

State Comptroller

NYS Comptroller

Thomas P. DiNapoli



NYSLRS

New York State & Local Retirement System

Understanding Your Responsibilities

Work-Related & Non-Work-Related Activities

Appropriate Time

- Answering constituent emails, phone calls or letters
- Attending town-sponsored forum
- Town board and committee meetings
- Preparing for town board meetings

Inappropriate Time

- Time attending campaign events
- Attendance at political party rally/candidates forum
- On call time
- Private organization board and committee meetings not related to town business
- Socializing after town board meeting

[Back to Your Record of Activities \(ROA\) page.](#)

(Rev. 6/16)

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Regulation on Reporting for Elected or Appointed Officials

315.4 Additional reporting requirements for elected or appointed officials who work for a participating employer of the retirement system and are required to be reported to the retirement system.

- (a) Record of work activities.
 - (1) Except as otherwise provided in this subdivision, any elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals, shall record his or her work activities for a period of three consecutive months. The elected or appointed official should extend the period of his or her record of work activities by the amount of time utilized for vacations, illness, holidays or other reasons during the three-month period. The record of work activities must represent months that are not unusually slow or busy. If a position is seasonal in nature, the record of work activities should be kept for an extended period of up to 12 months to capture an accurate account of work activities. In recording the description of work activities, such elected or appointed official shall include the start and end time of each activity performed. The elected or appointed official may also include activities performed outside the normal working hours that require his or her attention to attend to official duties, including responding to an emergency, attending an employer sponsored event or meeting with or responding to members of the public on matters of official business. During a period that an elected or appointed official is required to be on-call, he or she may only record the time actually spent performing a work-related activity. The elected or appointed official may not include activities that would not be considered work-related such as attending electoral or campaign events, socializing after town board meetings or attending a candidates' forum. The elected or appointed official's initial three-month record of work activities shall be completed within 150 days of commencing a new or subsequent term of office, or upon joining the Retirement System, on or after August 12, 2009. The elected or appointed official must sign the record of work activities attesting to its accuracy and submit it to the secretary or clerk of the governing board within 30 days of completion. Each such record of work activities and any subsequent recertification shall be retained by the employer for a period of at least 30 years and full and complete copies thereof shall be provided to the State Comptroller upon his or her request. A record of work activities shall not be valid for more than eight years from the date it was initially maintained. If the hours worked have not substantially or materially increased or decreased during the eight year period, the elected or appointed official may certify to such in writing to the governing board in lieu of maintaining a new record of work activities. The elected or appointed official must submit this certification to the governing board within 180 days of taking a subsequent term of office. If the hours worked have substantially increased or decreased during the eight year period, the elected and appointed official must prepare, sign and submit a new record of activities.
 - (2) In the event the elected or appointed official or the employer determines the initial recording of work activities for a period of three consecutive months is not representative of the average number of hours worked by the elected or appointed official, he or she must record work activities during the same calendar year for an alternative period of three consecutive months which is representative of the average number of hours worked by such official. Such record of work activities shall be signed by such elected or appointed official and submitted to the secretary or clerk of the governing board within 30 days of the completion of the record. The failure of an elected or appointed official to record, sign and submit a record of work activities within the required time frame shall result in the suspension of service crediting and retirement system membership benefits. The suspension of service crediting will remain in

effect until such time as the elected or appointed official completes a record of work activities that complies with the requirements of this regulation and submits it to the secretary or clerk of the governing board. The record of work activities must be submitted to the secretary or clerk prior to the elected or appointed official ending service in that title.

- **(b) Completion of the standard work day and reporting resolution.**

In addition to the reporting requirements set forth in section 315.3 of this Part, and for the sole purpose of reporting days worked to the retirement system, the governing board of a participating employer of an elected or appointed official shall establish, by resolution, a standard work day for each elective or appointive office or position using the standard work day and reporting resolution form provided by the retirement system or a form or format approved by the retirement system. Such standard work day and reporting resolution shall indicate:

- (1) the title of the position;
- (2) the first and last name of the elected or appointed official holding the position;
- (3) the last four digits of the social security number of each elected or appointed official;
- (4) the registration number of each elected or appointed official;
- (5) the number of hours prescribed as a standard work day equal to no fewer than six hours nor more than eight hours for each such elective or appointed office or position;
- (6) the full month, day and year of the commencement and expiration of the term for each such office or position.

For each elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals and who has submitted a record of work activities pursuant to paragraph (a)(1) of this section, the employer shall indicate the average number of days worked per month in the resolution. In the event that the official has not recorded and submitted to the secretary or clerk of the governing board his or her record of work activities for a period of three consecutive months the employer shall so indicate in the resolution. The governing board shall determine whether activities listed on the record of work activities are official duties of the position. Activities that do not consist of official duties as described in paragraph (a)(1) of this section are to be excluded from the calculation of the average number of days worked per month to be listed on the standard workday and reporting resolution. Such standard work day and reporting resolution shall be adopted at the first regular meeting held after a record of work activities has been submitted. In the event an elected or appointed official submits a new record of work activities pursuant to paragraph (a)(ii) of this section, the governing board must pass an additional resolution for that individual amending the average number of days worked per month based on such record of work activities.

- **(c) Standard work day and reporting resolution: filing and posting requirements.**

The standard work day and reporting resolution required by subdivision (b) of this section shall be prominently posted on the employer's website for a minimum of 30 days or, in the event the employer does not maintain a website available to the public, such standard work day and reporting resolution shall be posted on the official sign-board or at the main entrance to the office of the clerk for the municipality or similar office of the employer. After the 30-day posting period, the standard work day and reporting resolution shall be made available either through the website or upon request. The elected or appointed official's social security number (last four digits) and registration number must be omitted from the copy of the standard work day and reporting resolution that is publicly posted. A certified copy of the standard work day and reporting resolution and an affidavit of posting shall be filed by the secretary or clerk of the governing board with the Office of the State Comptroller within 15 days after the public posting period has ended. The failure of the governing board to adopt such standard work day and reporting resolution shall result in the suspension of service crediting and retirement system membership benefits for the elected or appointed official until such time as the standard work day and reporting resolution is adopted, posted and filed with the comptroller. In the event the governing board submits an additional standard work day and reporting resolution amending the average number of days worked per month for an elected or an appointed official pursuant to subdivision (b) of this section, such additional standard work day and reporting resolution shall be subject to the posting and filing requirements set forth in this subdivision.

- **(d) Reporting days worked on the monthly (quarterly/semi-annual/annual) report**

Once a standard work day and reporting resolution is passed, the average number of days worked per month listed on the standard work day and reporting resolution must be provided to the individual(s) responsible for reporting days worked to the retirement system on the employer's behalf. These individual(s) must ensure that the days worked reported on the standard work day and reporting resolution are accurately converted to correspond with the official's payroll frequency and recorded on the report submitted to the retirement system. In the event that the report submitted to the retirement system does not reflect the average days worked per month documented on a standard work day and reporting resolution, then retroactive adjustments must be submitted for the period covered by the corresponding record of work activities. A record of work activities submitted by an elected or appointed official, pursuant to this section, should be used as the basis for his or her days worked reported for prior terms served in the same title, if no record of work activities was submitted for the prior terms.

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NYSLRS

New York State & Local Retirement System

Understanding Your Responsibilities

Frequently Asked Questions

1. I've never been asked to keep a Record of Activities (ROA) before. Was I supposed to?
2. When do I have to submit my Record of Activities (ROA) to the clerk of the governing board?
3. My term of office began before August 12, 2009. What does this regulation mean to me? How do I comply with it?
4. I was appointed to my position prior to August 12, 2009 and have served continuously. Does Regulation 315.4 apply to me?
5. What should I do if I take a two-week vacation during the three-month time period when I'm keeping record of my work activities?
6. I already submit time sheets. Do I also need to keep a Record of Activities (ROA)?
7. Could you give me examples of activities that are, and are not, considered work-related?
8. I know that I cannot receive service credit for electoral fundraisers, but how about other events like attending testimonial dinners or fundraising events for not-for-profit organizations?
9. What should I do if, after preparing a Record of Activities (ROA) for three consecutive months, I decide that the ROA isn't a good representation of time I actually work?
10. Do I need to keep a Record of Activities (ROA) each time I begin a new term?
11. Who can I contact if I have questions about following the regulation?

1. I've never been asked to keep a Record of Activities (ROA) before. Was I supposed to?

Yes. Since 1975, the Regulation requires every elected or appointed official, who is a member of the Retirement System, to keep an ROA and submit it to his/her governing board if you do not participate in your employer's time keeping system which shows hours worked. (An acceptable time-keeping system keeps track of accruals used and attests that, other than time charged to accruals, full hours were worked.)

2. When do I have to submit my Record of Activities (ROA) to the clerk of the governing board?

Beginning January 1, 2016, you must complete your ROA within 150 days of the start of a new term or appointment, sign it attesting to its accuracy, and you have to submit it to the clerk no later than 30 days after completion. See our schedule of [due dates for the ROA](#) for help determining what to do and when to do it.

3. My term of office began before August 12, 2009. What does this regulation mean to me? How do I comply with it?

All elected or appointed officials whose terms began before August 12, 2009 were required to complete and submit a one-month Record of Activities (ROA). A three-month ROA is required to be completed and submitted for any re-election/appointment after August 12, 2009.

4. I was appointed to my position prior to August 12, 2009 and have served continuously. Does Regulation 315.4 apply to me?

Yes. The Regulation applies to all Elected and Appointed officials who are members of the Retirement System. Since your term began prior to August 12, 2009, you were only required to keep a Record of Activities (ROA) for one month. Upon re-appointment, any time after 2009, you are required to complete/submit a three-month ROA. We encourage everyone to keep a three-month ROA, but the regulation doesn't require it until the start of the term after 2009.

5. What should I do if I take a two-week vacation during the three-month time period when I'm keeping a record of my work activities?

You should extend your record by two weeks.

6. I already submit time sheets. Do I also need to keep an Record of Activities (ROA)?

Not if your time sheets track the actual hours you've worked and accruals charged for time not worked. Regulation 315.4 does not require officials who participate in their employer's time keeping system to keep an ROA.

7. Could you give me examples of activities that are, and are not, considered work-related?

Work-related activities can include attending an employer-sponsored event, addressing constituent matters and responding to an emergency. Activities that should be excluded from your Record of Activities (ROA) are hours spent attending electoral and campaign events, attending a candidate's forum, on-call time and time spent socializing after board meetings.

8. I know that I cannot receive service credit for electoral fundraisers, but how about other events like attending testimonial dinners or fundraising events for not-for-profit organizations?

An event can be included on your Record of Activities (ROA) ☐, if you attended in your capacity as an elected or appointed official — not as a private citizen. For example, a testimonial dinner at which you presented a formal proclamation would be considered work-related and could be included in your ROA. However, a fundraising dinner for a not-for-profit organization on whose board you sit as a private citizen cannot be included.

9. What should I do if, after preparing a Record of Activities (ROA) for three consecutive months, I decide that the ROA isn't a good representation of the time I actually work?

You can submit a new ROA for a different three-month period.

10. Do I need to keep a Record of Activities (ROA) each time I begin a new term?

If you feel a previously submitted three-month ROA is still representative of the time you actually work, you can certify in writing that your duties, responsibilities and hours have not changed substantially. You would submit your Recertification of the Record of Activities (RS2419) ☐ to the governing board no later than 180 days of taking office. An ROA can be valid for up to eight years.

11. Who can I contact if I have questions about following the regulation?

You can always email our Member & Employer Services Bureau if you are unsure about how to correctly comply with this regulation.

(Rev. 6/16)

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Example of One Month of an Elected/Appointed Official's Record of Activities

By signing below I attest to the accuracy of the information provided herein.

Name | Signature | Title: *John Smith, John Smith*, Town Supervisor Date ROA submitted: 5/15/16

APRIL						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	DO NOT INCLUDE ON CALL HOURS					1
3	4	5	6	7	8	9
	1:00 – 2:00: taxpayer mtg. 2:00 – 3:00: return phone calls 12:00 mid – 1:00: emergency call re: dog warden 3 hrs.	12:00 – 3:00: prepare speech for 4/6 luncheon 3:00 – 4:00: return phone calls 4 hrs.	9:00 – 11:00: routine correspondence 1:00 – 3:00: guest speaker — luncheon mtg. 6:00 – 7:00: return phone calls 5 hrs.	9:00 – 9:30: conference call with East and North Anytowns 9:30 – 12:00: prepare for mtg. on 4/13 1:00 – 2:00: return phone calls 4 hrs.	9:00 – 11:00: prepare speech and materials for 4/11 mtg. 11:00 – 12:00: routine correspondence 4:00 – 5:00: return phone calls 4 hrs.	9:00 – 12:00: committee mtg. on zoning 3 hrs.
10	11	12	13	14	15	16
	8:00 – 10:00: guest speaker breakfast mtg. Rotary Club 1:00 – 2:00: routine correspondence 2:00 – 3:00: return phone calls 4 hrs.	9:00 – 11:00: mtg. with attorney — board issues 11:00 – 12:00: return phone calls 7:00 – 10:00: Board mtg. 6 hrs.	9:00 – 10:00: travel to Anytown for work-related activity 10:00 – 1:00: mtg. with East and North Anytowns 1:00 – 2:00: return travel (work-related) 5 hrs.	9:00 – 11:00: finalize minutes of mtg. 4/13 and distribute 1:00 – 3:00: routine correspondence 3:00 – 4:00: return phone calls 5 hrs.	9:00 – 12:00: budget preparation 12:00 – 1:00: return phone calls 4 hrs.	
17	18	19	20	21	22	23
	12:00 – 4:00: mtg. with attorney — preparation for 4/25 mtg. 6:00 – 7:00: return phone calls 5 hrs.	9:00 – 12:00: budget preparation 1:00 – 3:00: preparation for mtg. 4/21 3:00 – 4:00: return phone calls 6 hrs.	10:00 – 12:00: routine correspondence 1:00 – 2:00: finalize arrangements for mtg. 4/21 11:00 – 2:00: crisis mtg. 6 hrs.	1:00 – 3:00: luncheon mtg. with West Anytown 5:00 – 6:00: return phone calls 3 hrs.	11:00 – 12:00: finalize preparation for mtg. 4/25 1:00 – 2:00: return phone calls 2 hrs.	
24	25	26	27	28	29	30
5:00 – 7:00: travel to mtg. site 2 hrs.	9:00 – 12:00: mtg. session 1 — Solid Waste Mgmt. with muni. assn. 1:00 – 3:00: session 2 5:00 – 8:00: dinner session and discussion 8 hrs.	1:00 – 3:00: finalize mtg. notes 3:00 – 4:00: return phone calls 3 hrs.	11:00 – 12:00: budget preparation 12:00 – 2:00: opening day ceremony Little League 3:00 – 4:00: return phone calls 4 hrs.	9:00 – 11:00: prepare for budget mtg. tonight 12:00 – 1:00: return phone calls 7:00 – 10:00: budget mtg. 6 hrs.	12:00 – 2:00: routine correspondence 2:00 – 3:00: return phone calls 3 hrs.	

Officials should extend their calendars beyond three months to make up for any time they were absent during the three-month period.

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Martin Luther King, Jr. Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Groundhog Day	3
4	5	6	7	8	9	10
11	12	13	14 Valentine's Day	15	16	17
18 Presidents Day	19	20	21	22	23	24
25	26	27	28			

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Easter Sunday	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13 Mother's Day	14	15	16	17	18	19
20	21	22	23	24	25	26
27 Memorial Day	28	29	30	31		

December 19, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: CanaRx Performance Reports for FY 2016-17

At the City Council meeting of December 4th, Corey Prashaw from ProAct presented the details of the City's cost incurred for the prescription drug plan during the 2016-17 fiscal year. A question was asked regarding the performance of the City's CanaRx program. Since this program is managed by a company other than ProAct, a request was sent to have those reports prepared to answer your questions.

Highlights for the year:

- To increase usage, a letter was sent from CanaRx to members that are using medications currently on CanaRx's formulary. The letter explained the program and the advantages and cost savings to the member.
- Rebranding of forms and various other materials to include CanaRx logo for better recognition.
- Program details were added to new hire on-boarding process.

Attached is the report submitted by CanaRx showing cost incurred, as well as savings since inception.

(ITYOFWATERTOWNRX

Employee Program

Summary Savings Report

Inception Date: May 1, 2015

July 1, 2016 - September 30, 2016

Eligible Members	1342
Enrolled Members **	32

** Participation is based on previous 12 months

	<u>Current</u>	<u>Since Inception</u>
Issued Prescriptions	27	142
Average U.S. Plan Cost	\$ 24,792.84	\$ 127,547.55
CanaRx Billing	\$ 9,187.30	\$ 43,781.80
Net Program Savings	<u>\$ 15,605.54</u>	<u>\$ 83,765.75</u>
Savings	62.94%	65.67%

	<u>Current Savings</u>	
Employee Savings	\$ 990.00	6.34%
Group Savings	\$ 14,615.54	93.66%
Savings	<u>\$ 15,605.54</u>	<u>100.00%</u>
Projected Annual Savings	\$ 62,422.16	

Calculations are based on Current results

(ITYOFWATERTOWNRX

Employee Program

Summary Savings Report

Inception Date: May 1, 2015

October 1, 2016 - December 31, 2016

Eligible Members	1342
Enrolled Members **	32

** Participation is based on previous 12 months

	<u>Current</u>	<u>Since Inception</u>
Issued Prescriptions	39	181
Average U.S. Plan Cost	\$ 34,563.50	\$ 162,111.05
CanaRx Billing	\$ 12,122.10	\$ 55,903.90
Net Program Savings	<u>\$ 22,441.40</u>	<u>\$ 106,207.15</u>
Savings	64.93%	65.52%

	<u>Current Savings</u>	
Employee Savings	\$ 1,270.00	5.66%
Group Savings	\$ 21,171.40	94.34%
Savings	<u>\$ 22,441.40</u>	<u>100.00%</u>
Projected Annual Savings	\$ 89,765.60	

Calculations are based on Current results

CITY OF WATERTOWN RX

Employee Program

Summary Savings Report

Inception Date: May 1, 2015

January 1, 2017 - March 31, 2017

Eligible Members	1367
Enrolled Members **	25

** Participation is based on previous 12 months

	<u>Current</u>	<u>Since Inception</u>
Issued Prescriptions	20	201
Average U.S. Plan Cost	\$ 21,479.14	\$ 183,590.19
CanRx Billing	\$ 6,159.00	\$ 62,062.90
Net Program Savings	<u>\$ 15,320.14</u>	<u>\$ 121,527.29</u>
Savings	71.33%	66.19%

	<u>Current Savings</u>	
Employee Savings	\$ 760.00	4.96%
Group Savings	\$ 14,560.14	95.04%
Savings	<u>\$ 15,320.14</u>	<u>100.00%</u>
Projected Annual Savings	\$ 61,280.56	

Calculations are based on Current results

CITY OF WATERTOWN RX

Employee Program

Summary Savings Report

Inception Date: May 1, 2015

April 1, 2017 - June 30, 2017

Eligible Members	1334
Enrolled Members **	22

** Participation is based on previous 12 months

	<u>Current</u>	<u>Since Inception</u>
Issued Prescriptions	35	236
Average U.S. Plan Cost	\$ 36,758.64	\$ 220,348.83
CanaRx Billing	\$ 11,633.50	\$ 73,696.40
Net Program Savings	<u>\$ 25,125.14</u>	<u>\$ 146,652.43</u>
Savings	68.35%	66.55%

	<u>Current Savings</u>	
Employee Savings	\$ 1,290.00	5.13%
Group Savings	\$ 23,835.14	94.87%
Savings	<u>\$ 25,125.14</u>	<u>100.00%</u>
Projected Annual Savings	\$ 100,500.56	

Calculations are based on Current results